

## Section 60: Supported Employment Follow-Along Services

Supported Employment Follow-Along Services means services and supports that enable an individual to maintain paid employment if the individual is paid at or above the federal minimum wage

To be eligible for Supported Employment Follow-Along Services, an individual must have made the transition from Vocational Rehabilitation Services, at some point in the individual's career, to supported employment services

In the following situations:

- a. Job in jeopardy – the individual will lose his/her job without additional intervention, or
- b. Career advancement – it is determined that the new job requires more complex, comprehensive, intensive supports than can be funded within the SEFA caps, or
- c. Job loss, the individual must be referred back to Vocational Rehabilitation for services

In the situations listed above, up to 10 hours of SEFA can be used for the job in jeopardy, career advancement, or job loss while the VR case is being reopened.

### 60.1 Unit of Service

1 hour (60 minutes), up to annual cap

### 60.2 Annual Cap for Service

Annual caps:

- a. Individuals working 5 hours or more a week = up to \$4,500 annually\*
- b. Individuals working less than 5 hours a week = up to \$2,250 annually\*

\* "Annually" means a 12 month period that starts when the individual begins Supported Employment Follow-Along Services, not a specific fiscal or calendar year

### 60.3 Activities Allowed

Reimbursement is available through Supported Employment Follow-Along Services for the following activities:

- a. **This activity is mandatory. If the documentation does not indicate the time spent twice per month, the provider should not be reimbursed for any other activity listed below.**

Time spent at the individual's work site: observation and supervision of the individual, teaching job tasks and monitoring at the work site a minimum of twice a month, to ascertain the success of the job placement

- b. Staff time used in traveling to and from a work site
- c. At the request of the individual, off site monitoring may occur as long as the monitoring directly relates to maintaining a job
- d. Employment services occur in an integrated work setting. (See definition of “Integrated,”)
- e. The provision of skilled job trainers who accompany the individual for short-term job skill training at the work site to help maintain employment
- f. Regular contact and/or follow-up with the employers, individuals, parents, family members, guardians, advocates or authorized representatives of the individuals, and other appropriate professional and informed advisors, in order to reinforce and stabilize the job placement
- g. Facilitation of natural supports at the work site
- h. Individual program development, writing tasks analyses, monthly reviews, termination reviews and behavioral intervention programs
- i. Advocating for the individual , but
  - 1. only with persons at the employment site (i.e., employers, co-workers, customers) and only for purposes directly related to employment; OR
  - 2. with persons not directly affiliated with the employment site (i.e., parents, bus drivers, case managers, school personnel, landlords, etc.) if the person is hired and currently working

#### **60.4 Activities Not Allowed**

Reimbursement is not available under Supported Employment Follow-Along services for the following activities:

- a. Transportation of an individual participant. (Transportation costs may be billed under Transportation Services – Community Supports or under waiver transportation services)
- b. Any service that is otherwise available under the Rehabilitation act of 1973 or Public Law 94-142
- c. Activities taking place in a group, i.e., work crews or enclaves
- d. Public relations
- e. Community education
- f. In-service meetings, department meetings, individual staff meetings, staff development
- g. Incentive payments made to an employer to subsidize the employer’s participation in a supported employment program

- h. Payments that are passed through to users of supported employment programs
- i. Sheltered work observation
- j. Payments for vocational training that is not directly related to an individual's supported employment program
- k. Any other activities that are non-individual specific – e.g., the job coach is working the job instead of the individual when the individual is not present.
- l. Any activities which are not directly related to the individual's vocational plan

## **60.5 Service Standards**

Supported Employment Follow-Along services must be reflected in the Individualized Support Plan

- a. Services are tailored to the needs and interests identified in the person centered planning process and must be outlined in the Individualized Support Plan
- b. The individual must have
  - 1. Made the transition from Vocational Rehabilitation Services, or
  - 2. Have lost his/her job and requires less than 10 hours of job development

## **60.6 Provider Qualifications**

To be approved to provide supported Employment Services, an applicant shall meet the following requirements:

- a. Be accredited by, or provide proof an application to seek accreditation from, one of the following organizations:
  - 1. Commission on Accreditation of Rehabilitation Facilities (CARF), or its successor;
  - 2. The Council on Quality and Leadership in Supports for People with Disabilities, or its successor;
  - 3. The Joint Commission on Accreditation of Healthcare Organizations (JCAHO), or its successor;
  - 4. The National Commission on Quality Assurance, or its successor; or
  - 5. An independent national accreditation organization approved by Secretary of FSSA
- b. Certify that, if approved, the applicant will provide services using only persons who meet the qualifications set out in 460 IAC 6-14-5

## **60.7 Documentation Standards**

Supported Employment Follow-Along Services documentation must include:

- a. Referral from Vocational Rehabilitation
- b. Identified in the Individualized Support Plan
- c. BDDS approved provider
- d. Data record of staff to individual service documenting the complete date and time entry (including a.m. or p.m.) and the number of units of service delivered that day
- e. At least one entry on each day service is provided, indicating participation in activity
- f. Documentation in compliance with 460 IAC 6, including start and stop times for services provided